

# COUNTY NEWS



PUBLISHED FOR EMPLOYEES OF THE COUNTY OF SAN DIEGO

January 2002

## Retirement Plan Decision Deadline Draws Near

Whether you're approaching the end of your career, or just beginning, now's the time for all County employees to think about retirement. The retirement enhancements included in the recent labor agreements are the biggest change to the County's retirement plan in more than 20 years.

Tentatively scheduled to go into effect March 8, 2002 (if pending litigation is resolved), the changes include new retirement formulas for both safety and active general members, and an optional Tier A retirement benefit plan for active general members. But with the big changes come some big decisions: active general members have a choice about their participation in Tier A, but must make that decision by March 7.

Employees are encouraged to carefully review all the materials available and consult with a financial advisor to make a decision that best suits them. Here's how you can find out more:

### San Diego County Employees Retirement Association (SDCERA)

- ✓ Includes information on the retirement enhancements, and benefit and contribution calculators, on its Web site at [www.sdcera.org](http://www.sdcera.org).
- ✓ Provides a hotline for employees at (619) 515-6857.
- ✓ Has created a brochure on the retirement enhancements and will hold workshops for employees preparing to retire in early 2002.

### County's Deferred Compensation Group

- ✓ Hosting financial planning seminars in January and February to assist employees with retirement considerations, including the Tier A opt out.

In addition, a short, educational video on the new Tier A for active general members will be sent to all departments. This video offers information to assist employees with the important decision of whether or not to opt out of Tier A.

## What You Need to Know.

Here are a few key points to remember in making your decision:

- ☐ If you don't specifically opt out of Tier A, you will automatically be enrolled in Tier A.
- ☐ If you opt out of Tier A, you will be enrolled in Tier 1.
- ☐ Once you make this decision, you can't change your mind. The decision is final!
- ☐ The deadline to opt out of Tier A is March 7, 2002.
- ☐ Tier A retirement benefits are substantially higher than Tier 1 retirement benefits.
- ☐ Your Tier A employee contribution will likely increase (subject to the County-paid retirement offset).
- ☐ Retirement contributions are pre-tax. So, even though you will contribute more under Tier A, you won't see the full amount taken from your paycheck.

## Bringing Holiday Cheer Into the New Year

As *CountyNews* editor for almost four years, I'm continually amazed by the talent among us and the compassion that County employees have to help others. And I love having the opportunity to share these stories with you.

This month, however, I received so many stories about people doing good works around the holidays, I couldn't fit them all in. Instead of picking just a few, I created a special section in the online version of the newsletter.

I hope you'll take the time to read *CountyNews* online. It's available on the Intranet at [cww/mp](http://cww/mp), or under the "News Center" icon at [www.co.san-diego.ca.us/dmpr](http://www.co.san-diego.ca.us/dmpr).

## Computers Prove Therapeutic at Edgemoor

A whole new world is opening up for the patients Edgemoor Hospital, the County's skilled nursing facility for poor, chronically-ill residents.

In July, Edgemoor received five computers donated by the San Diego Futures Foundation, a nonprofit established by the Pennant Alliance to make information technology available to a broad range of County residents and community organizations. Edgemoor staff set up workstations throughout the hospital's campus and purchased special trackballs, keyboards and computer software to fit the residents' needs.



Edgemoor resident Patrick Rainey tries out the "Big Key" keyboard while a Santana High School student looks on.

By December, 42 residents were trained on activities ranging from card games to cognitive and visual training. Staff is hoping to be able to provide them with Internet access as well.

"They have minds, they have energy. They want to do something," said Barbara Brown of the Occupational Therapy Department, describing the residents who are benefitting from the donation. Brown estimates that 35 percent of the residents will be able to use the computers in some way—making it a gift for the therapy staff as well by

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## NewsBriefs

### County Programs Win Awards

The County of San Diego earned two Merit Awards in the 2001 Challenge Awards sponsored by the California State Association of Counties (CSAC). The competition honors ingenuity and innovation and attracted 174 entries from 33 counties.

Probation was recognized for its Community Assessment Teams that work out of five regional centers. The teams identify and assist at-risk youth and their families. Called a "one stop shopping place for assessments and referrals," the program offers services that include round-the-clock crisis response, individual and family counseling, anger management courses and substance abuse intervention. The network has helped more than 6,300 youth since 1997, with 99 percent having no further contact with law enforcement after completing the program.

Human Resources was singled out for its effort to re-engineer the County's workers' compensation system. The mission was to evaluate all aspects of claims administration and to identify and develop service enhancements in a cost-competitive environment. As a result, staff automated record-keeping and claims systems, reduced paper processing time, and changed the way they managed cases.

A complete list of winners is available at [www.csac.counties.org](http://www.csac.counties.org).

### Dunks n' Disney

Upcoming DIBBS discounts on performances at the Sports Arena include the Harlem Globetrotters (Feb. 8) and Disney's Jungle Adventures on Ice (Jan. 31 - Feb. 2). To find out more, contact your department's DIBBS coordinator or call the DIBBS office at (619) 578-5781.

### Park Reservations Relocated

Heritage Park has become the new home of the Parks and Recreation's reservation center. Located in the historic Sherman Gilbert House at 2454 Heritage Park Row, the site offers great access to freeways and better parking for customers (not to mention it's also a beautiful park setting). The center handles reservations for camping, picnics and weddings for all of the County parks. For more information, stop by the reservation center or visit their website at [www.co.san-diego.ca.us/cnty/cntydepts/landuse/parks](http://www.co.san-diego.ca.us/cnty/cntydepts/landuse/parks).



## In Walt's Words...

### CTN is a Window to the County

Here at the County of San Diego, we have a resource for finding out what's happening at the Board of Supervisors, in many County departments and even outside our organization in the areas of health and recreation, the arts, and education.

That resource is called County Television Network, or CTN, and it is a one-of-a-kind channel among the hundreds available over broadcast airwaves, cable, and satellite systems. CTN is completely operated by and for the employees of San Diego County and the citizens we serve.



*Chef Larry (left) whips up some delicious dishes with Rubio's founder Ralph Rubio for the January edition of "The County Cooks!"*

It's something we should take advantage of as County employees, because it has a lot to offer. Of course, it's the only place you can see live, gavel-to-gavel coverage of Board of Supervisors meetings, which are later shown again on tape. But this award-winning television station, which is funded entirely through cable franchise fees, has many more shows to inform and entertain us, focusing both on County programs and the greater community where we live.

If you haven't seen them, "County Chronicles" and "The County Cooks! With Chef Larry" are two shows you shouldn't miss. "Chronicles" is a magazine-style show that features interesting people,

places and events from throughout San Diego County. On "The County Cooks!," Chef Larry Banares and guests, including members of the Board of Supervisors and yours truly, try out delicious recipes highlighting the products and culture of our region.

Then there is "Update San Diego," a show in which Board members and guests take on topics of current interest, and "Focus: San Diego County," a public affairs show that I host.

New programs include the "Feeling Fit Club," an exercise show for seniors based on exercise programs established by the County's Aging and Independence Services.

VTV—Varsity Television is a new program produced by teens, highlighting the great things that high school youth across the country are doing in athletics, the arts and more.

Pop up a bowl of popcorn on a Friday night and sit back for "Classic Theater Night," which showcases 20 Hollywood favorites that are in the public domain. (By the way, the same collection of films can be checked out on videotape at your local County library branch.)

So, if you haven't checked out CTN, I invite you to do so. And if you are a regular viewer, you may enjoy some of the station's new offerings. A complete listing of CTN's schedule can be found at [www.ctn.org](http://www.ctn.org). The channel airs on Cox 19 (North) and 24 (South), Time Warner 22 and Adelphia 66. And feel free to contact your local cable provider if CTN isn't available where you live.

Have a great month, and thanks for all you do!

*Walt*

Walt Ekard  
Chief Administrative Officer



## The Supervisor's View

By Supervisor Ron Roberts

Part of an ongoing series by the Board of Supervisors.

Down on the waterfront grand plans are underway for those two large parking lots that book-end our historic County Administration Center on Pacific Highway.

After years of discussion and debate over what to do with these lots, the Board of Supervisors has adopted a proposal by Supervisor Greg Cox and me to create a park—a large bayfront park with lush landscaping, winding walkways and public plazas. When it is done, it will rival the beauty of Balboa Park, albeit on a much smaller scale.

For County employees, it will mean having a beautiful place to enjoy during lunch or on weekends with your family. To accommodate County employees who work—and park—at the County Administration Center, we're considering a proposal to build two partially sub-

merged two-story parking structures on either end of the building.

We have enlisted the highly respected design firm of Hargreaves Associates out of San Francisco to help us create the park. One of their most talented planners, Mary Margaret Jones, is the project's principal designer. She was the lead designer for all the public spaces at the 2000 Summer Olympics in Sydney, Australia. She also has been involved in a number of other waterfront projects throughout the nation.

Several public meetings have already taken place, and within the next few months, we hope to have a finalized plan in place. The first phase of construction could begin later this year with completion set for 2004 or 2005.

To view models of the park, log onto my web site, ronroberts.com.

As always, thanks for all you do to make the County of San Diego a shining example of good government. Keep up the great work.

Happy New Year!

## County Records Get High-Tech Treatment

When the Records Management office gave a recent tour of their facility to the local Association for Information and Image Management, attendees were shocked.

"They had no idea we were high tech," said Records Management Supervisor Elizabeth Burns. "They were absolutely floored that we had high tech equipment in the office."

The tour was an opportunity for the office to show off how advanced the County is in the area of records management, a feat that some County employees may not even realize.

A division of General Services, Records Management works with County departments to establish programs for controlling records creation,

maintenance, usage and disposal. It also provides electronic imaging, vault storage and optical disk storage (CD). But, there's really no easy way to describe the full range of services it provides; its work is as varied as the departments it serves.



A high-speed scanner creates electronic images of documents to be archived.

It produces aperture cards that store maps created by Public Works. It creates CDs for social workers in Childrens Services that help them research health-related information

they need. It's currently working with human resources on a product called "Liquid Office," that will allow County workers to fill out forms online.

"We're growing, we're advancing, we're keeping up with technology," Burns said.

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## Ver•ba•tim

Letters from satisfied customers served by County employees.

**Delia Neal** (HHSA, Eligibility Technician) was thanked for quickly helping a client.

"I do appreciate people like you! You were exceptional. You worked on my case just as fast as I needed help."

**Marty Eslambolchi, David Williams and Barry Beech** (Public Works), along with **Gary Pryor, Joseph DeStefano, Brett Solomon and Dawn Dickman** (Planning & Land Use) were commended for their timely response and quality work in helping a corporation move forward on a construction project.

"Based on project requirements, the permitting timelines seemed extremely difficult to achieve, however your staff's hard work and dedication has made that schedule a reality."

**Sara Vickers, Jane Peterson, Amparo Suter and Lesley McClelland** (Probation) were singled out by one of the department's community partners for their outstanding work.

"Probation has come a long way in its effort to reach out to community providers. I believe the systems in place have improved vastly."

**Prudy Blair** (Assessor/Recorder/Clerk) was acknowledged for her proactive response to questions about a recorded document.

"I communicate with county recorder offices across the nation and it's not too often that I find such a dedicated county employee."

**Michele Carter** (Assessor/Recorder/Clerk) was praised for the manner in which she helped a customer.

"[She] listened to my questions, cheerfully answering and helping me beyond her duties. There should be more people like her in the world."

**Ted Olsen** (Agriculture/Weights/Measures) was commended for providing outstanding service to a business.

"Ted's thoroughness as an inspector is only surpassed by his obvious concern for employee and employer safety. He is always courteous, patient, professional and always respectful."

**Maureen Schlentz** (Revenue & Recovery) received praise for the quality customer service she provides to the clients and staff at the Ohio Street Probation office.

"Maureen goes the extra mile for everyone."



## Records Management

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The name may invoke visions of paper, but a walk through the work area of Records Management virtually reveals a paperless office. Documents are kept in storage until it's time to be imaged, run through state-of-the-art scanners, then quickly returned. Scanned images are checked on computer

screens, and electronic images are saved in formats ranging from microfilm to CDs.

It makes for an exciting environment, one that has kept Burns intrigued over her 17 years with the County and 25 years in the field overall. When asked about what advances in the field have surprised her the most, Burns replied: "The surprise is keeping up with it. Just keeping up because it's moving so fast."

## Tenacity Pays Off for Public Works Employee

Ken Buccellato's tenacity in solving a design problem on a road-widening project proved that where there's a will there's a way. As a reward for his efforts and its impact on future projects, this Public Works employee was awarded \$20,000 through the County's Do It Better By Suggestion (DIBBS) program.



Ken Buccellato proves that great ideas can reap big rewards.

The engineering software Buccellato used to solve the problem is set up to design projects—not fix them. But he was able to figure out a way to use the software that wasn't covered in any instruction manual, saving the County \$194,000. Other engineers now use the methods he developed.

At the December DIBBS ceremony, 58 employees were honored for ideas that have saved taxpayer dollars. Over the past six months, DIBBS suggestions have generated \$454,160 in savings, resulting in awards to suggesters of \$45,686.

## County Worker Gains Global Following With Web Site for 'Every Day' Surfers

It's an awesome feeling to know that sitting at home, doing something you love, you can reach out to an average of 19,000 people around the world each month. That's what Bill Polick, Public Information Officer for Public Works, does through Coast Images, his Web site for "every day" surfers.

"I'm a writer, I'm a photographer, I'm a surfer," Polick said, "so I can combine all of those things with a neat product that people from 70-something countries come to visit."

Polick became intrigued with building the Web site ([www.coastimages.com](http://www.coastimages.com)) two years ago, after being named his department's webmaster. Polick said that his site focuses

on the average surfer—and gives them a place to find surf spot reviews, pictures of surfing locations, and stories from experts on a range of topics such as skin cancer and hypothermia. There's even an article about stormwater issues with a link to the County's Environmental Health department.



Showing off his photography is one of the perks Bill Polick enjoys by running his own Web site for "every day" surfers.

Polick has worked for the County for 10 years in what he describes as "the greatest job in the County." In addition to DPW's Web site, he handles media and public inquiries and promotes DPW projects and events. His background includes working in local television news as a producer, writer and field cameraman, and he owned a television production company.

A California native, his passion for surfing started in 1960 as a high school freshman. Through the years there may have been times he didn't surf much, but Polick claims: "Once you've become a real surfer, you're always a surfer. You can never go to a beach and look at a wave and not wonder if you could ride it."

County News is published for the 17,000 employees of the County of San Diego.

### Board of Supervisors

Greg Cox, District 1  
Dianne Jacob, District 2  
Pam Slater, District 3  
Ron Roberts, District 4  
Bill Horn, District 5

County News is available on the County's Intranet at [cww/mp](http://cww/mp)

This information is available upon request in alternative formats for persons with disabilities.



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## Edgemoor

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giving them new ways to work with their patients.

As part of the donation, the Futures Foundation provided six weeks of training, and residents receive continued guidance from students at nearby Santana High School.

It's only been a few months, but the donation has already

reaped success. According to Brown, one of the most avid computer users rarely used to get out of bed. Another gentleman, a quadriplegic, has been inspired to learn how to work with computers for a living. And Edgemoor's Occupational Therapy Department was honored with a Hospital Services for Continuing Care Best Practices Award by the California Healthcare Association.

# COUNTY NEWS *Extra*



‘twas a season of giving



## Foster Youth Benefit From FGGs Generosity

The departments in the Finance and General Government Group participated in a drive led by Chief Financial Officer Bill Kelly to give gift certificates to each of the 50 foster youth living and attending school at the newly-opened San Pasqual Academy. The original goal was to raise \$1250, an amount that would give each teen a \$25 gift certificate for the North County Fair shopping mall.

Working under short notice, in less than a week's time the word was spread about the drive and checks were collected. Not only did the Group meet its goal, it more than doubled it, a feat that Kelly credits to the extra generosity of the Deputy County Counsel's Association. The final tally was \$2,850—which meant every San Pasqual Academy foster youth was given gift a certificate for \$57 to spend as they pleased.

## APCD Soars Above Goal for Aiding Families

Air Pollution Control District staff members raised more than \$1,000 and collected numerous gifts for their part in an adopt-a-family program. Staff originally set out to help one family, but because of the generosity of everyone involved they were able to make the season bright for a family of 6, an elderly man, and a mother-to-be.

The final tally of donations could have probably filled Santa's sleigh. Gift certificates were given out to grocery and discount stores, and donated gifts ranged from receiving blankets for the adopted baby-to-be to a CD boom box for the family.



## Family Court Staff Brighten Lives of Kids

Family Court judges and staff see way too many families dissolve, so they decided to throw a little weight to the other side for Christmas. Six court staffs adopted one child each from the South Bay Head Start program and showered them with toys, food, and clothing, instead of exchanging gifts with each other. Employees turned the courtroom of Judge Jacqueline Stern, who suggested the idea, into a Santa's workshop and gathered to wrap the gifts (photo above) before being delivered.

*County News Extra* includes expanded information about and for County employees. If you have something you'd like considered for either *County News* or *County News Extra*, please contact the newsletter editor at (619) 595-4632 or e-mail at [rcarmich@co.san-diego.ca.us](mailto:rcarmich@co.san-diego.ca.us). Items can also be faxed to (619) 595-4664 or mailed to MS A-359, Attn: *County News*.

## Parks & Rec Ring Up Some Holiday Cheer

Parks and Recreation staffers participated in "Ring and Run," a holiday service project spearheaded by the REC Club, an afterschool program for kids in the Lakeside and Spring Valley areas.

The program identified six families who had run into hard times this year, then set out to gather up a list of donated items. The items included a Christmas tree, decorations, presents for the children, a turkey and the trimmings.

Armed with their gifts and the families' addresses, the REC Club kids and Parks and Recreation staffers set out on a stealth-like mission on Dec. 21 to assemble each family's package on their doorstep, ring the bell and drive away.



## HCD Finds Perfect Fit Helping Homeless Teens

Housing and Community Development selected the Monarch High School Project as its beneficiary during this holiday season. Staff generously donated \$785 in cash and gift certificates, as well as 10 backpacks with gifts such as socks, shirts, jackets, and other items. The donations were presented to Susan Armenta, the director of Monarch High School Project, at HCD's annual holiday luncheon.

The Monarch High School Project is a non-profit organization that supports Monarch High school for homeless and at-risk teenagers. Its mission is to provide an environment where these young adults can reclaim their lives and achieve their dream of a normal, productive life through education.



## Ornaments Fill Tall Tree to Support Little Tots

For the second year, the Clerk of the Board facilities services team at the County Administration Center organized their "Tree of Hope," a project that added a festive touch to the CAC and raised money to help children at the County's Polinsky Children's Center.

Staff and the public were invited to purchase red, white or blue ornaments for \$5 each to be placed on a giant 16-foot Noble fir in the lobby. The tree was donated by the employees of the Treasurer-Tax Collectors Holiday Committee and ornaments were provided by the facilities staff and employee organizations. The organizations were: the County of San Diego Filipino Employee Association, the Network of San Diego County Black Employees, and the San Diego County Latino Association.

Last year's effort raised \$700 for the Polinsky Children's Center.



## For a stay that is merry and bright...

County employees provided a generous gift for the residents of Edgemoor Geriatric Hospital in Santee. Some \$5,000 from the County Employees Charitable Organization (CECO) and many hundreds more in individual donations purchased an entertainment unit, complete with a 61-inch DVD television. Edgemoor's Larry Barron (standing, far left) shows off the features. Other AIS staff members joining him are (also standing, from left): David Johnson, finance manager; Vickie Velasco, CECO president; Pam Smith, AIS director; and Heidi Shaffer, associate hospital administrator.

## Service Awards

Congratulations to County employees reaching the following milestones in January:

### 35 years

Robin K. Henselmeier (Child Support Services)  
Gerard T. Herrman (HHSA)  
James Mangel (HHSA)

### 30 years

Joann M. Neal (Auditor & Controller)  
Lynette G. Rice (District Attorney)  
Jacqueline Jackson (County Library)  
Robert L. Brown, Jr. (Public Works)  
David Ramirez (Public Works)  
Eleanor H. Lopez (HHSA)  
Susan Salgado (HHSA)  
Debra L. Schattschneider (HHSA)  
Gertrude A. Simoes (HHSA)

### 25 years

Gregory J. Smith (Assessor/Recorder/Clerk)  
Martha J. Goodman (Sheriff)  
Lillian M. Rodriguez (Sheriff)  
Sharon K. Milanovich (Probation)  
Kathleen T. Phillips (Child Support Services)  
Sonya M. Heiserman (County Library)  
Patricia A. Cates (Parks & Recreation)  
Brian E. Fulton (Parks & Recreation)  
Daniel V. White (Public Works)  
Robert T. Simmons (General Services)  
David L. Alcayaga (HHSA)  
Donna H. Hand (HHSA)  
Pilar Macahilig (HHSA)  
Marilyn G. Laurence (Superior Court)  
Shannon L. Miller (Superior Court)

### 20 years

Chi Kim Pham (Auditor & Controller)  
Rebecca Villaverde (Assessor/Recorder/Clerk)  
Gary D. Beecher (Sheriff)  
Craig M. Schreiner (Sheriff)  
William W. Whited (Sheriff)  
Johanna A. Maurice (District Attorney)  
Maria C. Jimenez (Public Defender)  
Sondra M. Hooley (Probation)  
Patricia M. Winneguth (County Library)  
Sherry J. Angel (Planning & Land Use)  
Teresa Wiatrowski (Public Works)  
Carlos Amezcua (General Services)  
Don Billings (HHSA)  
Earl L. Bookhammer (HHSA)  
Donna L. Franklin (HHSA)  
Esthe Greenspan-Stevens (HHSA)  
Elizabeth McCullough (HHSA)  
Carol Crawford (Superior Court)

## In Memoriam

The San Diego County Employees Retirement Association reports that the following retired employees recently passed away:

Arsenio Admendaras (General Services)	10/26	Beverly McAllister (Municipal Court)	11/8
Kathryn G. Bony (Probation)	10/30	Alberta McLin (Hospital)	11/11
Corinne M. Carlson (Hospital)	11/13	Thomas R. Newberry (HHSA)	10/19
Meral J. Cathcart (Public Works)	11/9	Viola M. Rockwell (Purchasing)	10/30
Gloria B. Freiburger (HHSA)	11/18	Margaret Russell (HHSA)	11/24
Harold R. Hall (EDP)	10/21	Charles F. Sykes (Probation)	10/29
Norvyn J. Krager (Sheriff)	10/26	David M. Will (General Services)	11/26
John MacDonald (Board of Supervisors)	11/21	James Williams (HHSA)	11/28
Edward Maxwell (CAO)	11/14	Eleanore V. Woods (Treasurer)	8/10

Our thoughts and prayers go out to the friends and families of County employees Mary E. Kendrick of County Library (10/26), Catherine L. Martin of Animal Control (11/14), Bernard A. Simmons of Auditor & Controller (11/17) and Yolanda Torres of the Sheriff's department (10/19).

## Retirements

The San Diego County Employees Retirement Association reports the following employees recently retired:

Joan V. Daugherty	Harold E. Mower	Gary M. Treinen
Joann S. Fenn	Ruben Ramos	Aida C. Uribe
Patricia M. Fraser	Tilden B. Reeder	Benjamin L. Watkins
Eloy A. Medina	Charlie L. Russell	



## Fonda Elected President of CO-OP Toastmasters

The County Operations Center Toastmasters Club has elected Ken Fonda as president for the year 2002. Other officers elected are Christina Vonderheyden as Vice President for Education; Nassrin Samii as Secretary/Treasurer; Elizabeth Mansur as Vice President for Membership; Paul Emus as Vice President for Public Relations; and Jean Anderson as Sergeant at Arms.

Fonda is a Registered Civil engineer working for Brown and Caldwell and has been assisting the City of San Diego in their Clean Water program expanding the City wastewater treatment system for the last 11 years. He has been a member of Toastmasters for the last seven years and has achieved both a Competent Toastmaster award and Competent Leader award.

Fonda takes over from last year's president, Jean Anderson, a retired County employee and one of the founding members of CO-OP Toastmasters. Samii works in the County Engineering department, is a registered Civil engineer and has been a member of Co-Op Toastmasters for several months. Mansur is self-employed and does volunteer work for the American Cancer Society. Vonderheyden works in the County Sheriff's office and is returning to Toastmasters after several years to refresh her speaking skills. Emus works in the Controller Branch Office. He is a former journalist, educator, and technical writer.

Co-Op Toastmasters #1125 meets at Building 2 in the Real Property Conference Room at Tuesdays at noon. Scheduled themes are "Resolutions" for Jan. 8 and "Achievements" for Jan. 15.

"Everyone is welcome to participate in a unique experience—an educational and self-improvement program mixed with fun and fellowship," said President Fonda. "We're happy to share

this meeting with you. All meeting duties are rotational. Speakers, Evaluators, Toastmaster, Table Topics Master, and General Evaluator, etc., are assigned in advance."

Fonda outlined the following activities:

**INTRODUCTIONS:** When we have guests present, we will go around the table and have everyone introduce themselves, guests included.

**PREPARED SPEECHES:** The Toastmaster will introduce the speakers, who are usually fulfilling assignments from the "basic" manual or "advanced" manuals. The Toastmaster will announce the educational objectives of the speaker. After each speaker, members are given one minute to write helpful comments on a ballot, which will be passed to the speaker.

**EVALUATIONS:** Each formal speech will be evaluated by a designated Evaluator, who will discuss his/her reaction to the speech regarding how the speaker met the stated objectives of the presentation. This important process is to help the speaker become even better in a positive, supportive atmosphere.

**TABLE TOPICS:** The Topics Master will, at random, call on members to respond to questions or make statements related to the theme of the day. This gives participants practice in impromptu speaking (no prior preparation) and on speaking within 30 to 75 seconds. You are invited to take part or just watch the fun.

**VOTING and AWARDS:** Members are asked to vote for the Best Speaker, Best Evaluator, and Best Table Topics Speaker. The winners receive awards at the end of the meeting.

**GUEST COMMENTS:** At the end of the meeting, the president will ask guests for their comments on the meeting. We welcome your observations.